



JOB SPECIFICATION

Code 16070
Grade PM 124

RECREATION & SPORTS COORDINATOR

General Purpose

Under direction, coordinate planning and operation of multiple recreation centers, sites and related programs, or quality sports programs for citizens for assigned functional area.

Typical Duties:

Plan, develop and supervise operations of assigned recreation centers and sites. Involves: Develop plans, goals and objectives for assigned recreation programs. Meet with participants to identify needs. Analyze feedback to plan and implement programs and services for recreation centers, recreation sites and senior centers. Promote activities and monitor participation. Plan, implement, promote and participate in citywide and special events.

Plan, develop, and direct large city wide athletic programs. Involves: Publicize and explain policies and procedures to city personnel, public and the media. Oversee the usage of multiple athletic fields for both city sponsored and outside programs. Prepare permits for usage. Oversee and provide maintenance on fields.

Oversee and monitor budget, fee collection and facilities. Involves: Prepare and monitor multiple recreation facility budgets. Determine the approximate cost needed to fund athletic programs. Prepare grant proposals for additional funding. Oversee and participate in collection of fees and preparation of deposits. Determine and implement appropriate user fees. Monitor expenditures from user fee funds. Transfer or administer fee increases as needed. Plan future revenue and adjust budget accordingly. Prepare cost estimates. Monitor and approve expenditures. Inspect buildings to ensure a safe environment for participants. Prepare work orders and work with maintenance department to resolve maintenance concerns.

Represent the department and provide support, information and guidance for recreation programs and activities. Involves: Respond to requests for information on recreation policies and procedures. Participate as a member of local, state and national athletic organizations to represent the department. Plan and implement coach and parent training for participants. Meet with departments and outside agencies. Prepare and present to outside agencies on programs. Enforce athletic program policies and requirements. Resolve problems and recommend appropriate action. Prepare comprehensive documents on studies, special reports and recommendations. Direct the preparation of activity reports. Maintain appropriate files and records. Attend neighborhood meetings, professional meetings and other gatherings to represent the department.

Supervise assigned staff and volunteers. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance and review evaluations by subordinate supervisors, if applicable. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes. Hire contracted individuals to teach classes.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of recreational program and activity planning principles and practices.
- Application of good knowledge of planning and providing community based recreational activities.
- Application of considerable knowledge of field and court maintenance methods and techniques.
- Application of good knowledge of identifying community recreation needs.
- Application of good knowledge of recreation site management principles and practices.
- Application of some knowledge of budget development and management.



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- Supervise, train and evaluate assigned staff.
- Develop and implement a variety of recreation or athletic programs for a wide variety of interest groups.
- Clear concise oral and written communication for report development and presentations.
- Establish and maintain effective working relationships with coworkers, city officials, other city departments, contractors, regulatory agencies, other recreation agencies and the general public.

Other Job Characteristics

- Occasional driving through City traffic.
- Requires mobility to perform a variety of recreational activities.
- May be exposed to extreme weather conditions.
- Some positions may be subject to call back and working evening and weekend hours.
- Some positions may be exposed to chemicals used in aquatic environments.

Minimum Qualifications

Education and Experience: A Bachelor's degree in recreation management physical education or related field, and four (4) years experience in recreation or social or community services programs, including two (2) years supervisory experience, or two (2) years involving responsibility for league sports, program development or implementation, depending on area of assignment.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.